

Spring 1-15-1999

# ENG 1001-003: Composition and Language

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English 1001C--Composition & Language  
 Spring 1999  
 sec 003 10-10:50 MWF CH 302/340  
 Office hours: MWF 9-9:50 & 11-11:30;  
 TTh 9:15-10:45 or by appointment

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texts:

*The Blair Handbook, 2<sup>nd</sup> ed*  
*The Prentice Hall Reader, 5<sup>th</sup> ed*  
*The Student Writer: Editor and Critic, 4<sup>th</sup> ed*  
*Merriam Webster Collegiate Dictionary*  
*English Online: A Student's Guide to the Internet and World Wide Web*

### COURSE DESCRIPTION

In English 1001C you will write as well as read expressive, expository, and argumentative essays of varying length. The reading and writing will take place both in and outside of class. During the semester we'll focus on learning how to organize, articulate, and develop your thoughts clearly and effectively. You will also write at least two papers that will involve use and documentation of outside sources.

There will be quizzes given on the reading material. The frequency of these quizzes can, in part, be controlled by you. If, through discussion, writing assignments, etc., it appears that you are reading and thinking about the assigned material, the number of quizzes will decrease. Slack off on the reading, however, and back come the quizzes....

### COMPUTER INFO

This particular section of English 1001C is computer-assisted; some of the reading and much of the writing will be performed on the Gateway computers in CH 340. In this lab we will be using **Word 7.0** and **Windows 95**. During the first week of class you will need to get a **formatted 3 1/2" IBM-compatible high-density (HD) disk**, upon which you will copy, store information, and write essays. You should also have at least one or two more of these disks to use to back up your work. Bringing your disk to class each day will be as essential as bringing pens, notebooks, etc. to your other classes.

Because there are so many other classes using the computer lab (room **340**), we will also be meeting in room **302** (just across the hall) on some days. I tried to set it up so that we will be in 340 on the days when you are scheduled to work on

rough drafts , do peer editing, etc. Your syllabus tells you where you need to be each day—check it before you come to class.

This semester we will learn "basic" computer information such as how to use the Word program, how to save or copy assignments and papers, how to convert files, etc. We will also touch on the wonders of the Internet as a research tool.

**It is important to note, however, that this is, first and foremost, an English course.** The computer technology will be an important asset to the course , certainly, but our primary focus will be based on strengthening your writing.

Please be aware that we may encounter occasional unavoidable technology - related problems and as a result may have to make sudden changes in the day's plan or in the syllabus. However, if we are flexible, patient, and willing to listen and ask questions, you'll be amazed at what we can teach each other! (Notice that I said "we" --it's not just "you guys" who have to be like this!)

A few words about computer etiquette: please show respect and do not turn on/work on the computer unless I have said that the class could do so. Do not rush ahead of everyone ; and, most emphatically, pornography, game-playing, surfing the Net, catching up on your e-mail, etc. will absolutely not be tolerated while class is in session.

<b>GRADING:</b>
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I. NOTE: To pass English 1001C, you must have a grade of A, B, or C at the end of the semester. Anything below constitutes a mark of "NC" ("no credit") and will result in you having to retake the course.

NOTE: An "NC" is not factored into your semester or cumulative GPA. For example, an "A" would count as a 4.0, a "B" as a 3.0, and so on, but an NC would simply show that you took the class but did not pass/did not receive credit.

II. In my class the final grade will be determined like this:

20% on quizzes and short homework assignments

10% on class participation

70% on essays (the first week's diagnostic essay is not graded. The research paper is worth 20%, and the other five essays are 10% each)

III. You will have the option of revising ONE of your first four essays. I will average the grade from the original with the grade on the revision. This new grade will replace the original or first grade. (e.g. if on Essay # 3 you first receive a C, and on the revision you get an A, the final grade for Essay # 3 is a B.)

IV. I use the Standards For Evaluating Themes at Eastern Illinois University, a copy of which will be given to you. We will review and discuss these standards before your first graded essay is due, as well as throughout the semester.

V. You **MUST** turn in a research paper in order to be considered for a passing or a failing grade. Please understand that **simply turning in a research paper does not guarantee a passing grade**. Failure to turn in a research paper will automatically result in a grade of NC for the semester.

VI. If you fail to turn in one of the non-research essays and do not have a legitimate excuse, the grade for that assignment will consist of two F's instead of one; I don't think it's fair to give equal grades to someone who at least attempted the assignment but may have had problems, and someone who didn't even bother to make the effort.

#### ATTENDANCE AND LATE WORK

Attendance and participation are very important; this is not strictly a lecture class. I expect you to be prepared to discuss and question the material covered in class and in your writing and reading. If you are unable to attend class due to illness or other legitimate excuse (e.g. a true emergency, unsafe travel condition for commuters--not those walking from the dorms!--or participation in a recognized University-sponsored activity for which I have been notified in advance), **it is your responsibility to contact me about make-up work**. If you miss several consecutive classes and I don't hear from you, I have to assume that a) you have fallen off the face of the earth and therefore will receive a failing grade, or b) that you have dropped the class. **I will accept late work** (homework and essays) **only if you have an excused absence**--that is, a legitimate illness or situation such as the aforementioned.

I do give you the option of turning in ONE non-research essay of your choice one class day late. For example, if the essay is due on Wed. I will accept on Fri. but no later. Other than this one instance, I will not accept late work unless you have an excused absence. Quizzes are given at the start of class, so be on time, as these cannot be made up unless you have the excused absence. Please note that oversleeping and rides going home for the weekend are NOT excused absences!

#### CONFERENCES

Twice this semester there will be mandatory individual conferences during which we'll discuss your writing, progress, grade, etc. They will be held near midterm time and during work on the research paper. We will not meet for class on conference days.

NOTE: I encourage you to schedule an appointment or just stop by my office throughout the semester if you have questions or difficulties with an assignment. You may phone me at home --at a reasonable hour!--if you can't reach me at the office. I truly enjoy getting to know my students.

## ESSAYS

Essays are to be done on computer. At the start of the semester, you will need to print out a copy of your essay to hand in to me. As the semester progresses, I may grade your essays off disks; stay tuned for announcements. Papers need to be double-spaced with one-inch margins. You will need to include an audience analysis page, as well as a separate title page. Put title in the center of the page; in the lower right corner, put your name, essay number, and date. **Essays are due at the beginning of class.**

## EIU POLICY ON PLAGIARISM

"Any teacher who discovers an act of plagiarism--the appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one's original work"--has the right and responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignment of a grade of F for the course and to report the incident to the Judicial Affairs Office."

## FINAL EXAM

Yahoo! There is no final exam in 1001C! We will not meet for class during finals week.

## WRITING CENTER

Occasionally I may refer you to the Writing Center, located at 301 Coleman Hall. The trained English graduate assistants are there to help you--free of charge(who ever said that nothing in life is free?)--with grammar, punctuation, and essay problems. **THEY ARE NOT PROOFREADERS.**

## DOCUMENTED DISABILITIES

If you have a documented disability and wish to receive academic accommodations, please let me know about it; you should also contact the Coordinator of the Office of Student Disability Services (581-6583) as soon as possible.

Olsen  
English 1001C  
Spring 1999

### course syllabus

Note: Assignments are to be completed by the date on which they appear on the syllabus. This is a tentative syllabus; changes may be made as needed throughout the semester. Bring book(s) to class if requested or if a reading assignment is due on that particular day.

Another note! The **computer lab** is in **room 340**. On days when we don't meet there, go to **room 302** instead. Check your syllabus before you come to class!

SW = The Student Writer  
PH = The Prentice Hall Reader

#### week one

M(1/11) room 302: in-class diagnostic essay  
W(1/13) room 302: course introduction, policies  
F(1/15) room 302: generating ideas, audience. Read SW pp 3-22

#### week two

M(1/18) Martin Luther King jr. birthday—no school  
W(1/20) **340**: computer introduction; thesis. Read SW pp 27-36  
F(1/22) **340**: paragraphs. Read SW pp 41-47

#### week three

M(1/25) 302: more paragraph info.  
W(1/27) 302: description. Read SW: pp 127-132: "The Kitchen" pp 135-138; & "Mexican House" pp 139-140  
F(1/29) 302: narration. Read SW pp 152-160; "Shame" pp 165-167. Also read PH "Salvation" pp 90-92

#### week four

M(2/1) **340**: finish narration. Discuss essay # 1 topic and grading standards  
W(2/3) **340**: Bring disk to class for in-class work on essay # 1  
F(2/5) **340**: bring rough draft on disk for in-class peer editing

#### week five

M(2/8) 302: **Essay # 1 due**. Begin process analysis. Read SW pp 201-204 & "How to Take a Job Interview" pp 205-208. Also read PH "My Daily Dives in the Dumpster" pp 295-300  
W(2/10) 302: finish discussion of process analysis. Discuss introductions and Conclusions. Read SW pp 37-40 and 48-51  
F(2/12) Lincoln's birthday—no school

**M(2/15)340:** bring disk for in-class work on essay # 2

W(2/17)**340**: bring draft on disk for in-class peer editing

F(2/19)340: **Essay # 2 due.** Discuss tone/audience/subject or review punctuation (to be announced...)

## week seven

M(2/22)302: begin comparison/contrast. Read SW pp 226-229

W(2/24)302: read SW "A Fable for Tomorrow" pp 229-231 and "Columbus and The Moon" pp 231-233

F(2/26)302: work in-class on essay # 3

## week eight

M(3/1) **340**: bring draft of essay # 3 for in-class peer editing

**W(3/3)340: Essay # 3 due.** Begin cause and effect. Read SW pp 249-253

F(3/5)**340**: Read PH "Flamers" pp 375-379. Also read "Why I Quit the Klan" (this was handed out in class). Conference sign-up

## week nine

(3/8-3/12): No classes this week. Instead, meet in my office-339C-for mandatory midterm conferences. Bring draft of essay # 4 to conference

## week ten

[illegible]

## week eleven

M(3/22)**340: Essay # 4 due.** Begin discussion of research paper. Bring Blair Handbook to class

W(3/24): Booth Library tour

**F(3/26)340:** in-class computer researching

## week twelve

M(3/29) 302: documenting. Bring Blair .

W(3/31) 302: more documenting. Bring Blair.

F(4/2) 302: turn in topic choice and list of three sources

## week thirteen

**M(4/5)340:** in-class exercises on documenting

W(4/7) **340**: in-class progress check. Conference sign-up

F(4/9) **340**: no class today. Meet in my office for research conference. Bring notecards, thesis, outline, and partial draft

**week fourteen**

(4/12-16) no classes—conferences

**week fifteen**

M(4/19) **340**: last day for in-class progress check

W(4/21)**340**: **Essay # 5 due. NO LATE PAPERS ACCEPTED!** Begin argument and persuasion. Read SW pp 309-316

F(4/23)**340**: more argument and persuasion. Read SW pp 316-318

**week sixteen**

M(4/26)**302**: read SW "Indian Bones" pp 319-320; also read PH "Getting High School Science in Order" pp 440-444

W(4/28) **302**: in-class work on draft and/or peer editing (to be announced)

F(4/30)**302**: **essay # 6 due**. Last class day.

Note: There is no final exam in English 1001C. We will not meet during the week of final exams.